

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **COUNTY HISTORIAN**

Jurisdictional Class: **Competitive; Non-Competitive – part-time**
Date Adopted: **2/3/97**
Date Revised: **3/14/02**
Jurisdictions: **County**
Union Status: **Exempt**
Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: Responsible for collecting material relating to the history of the county and preserving it in safe areas. Position requires ability to work with private and governmental people/entities in areas relating to local history. The position is subject to policy directives from the county legislature, and some oversight from the State Historian, but is for the most part free of supervision and allows for considerable exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assist local town and municipal Historians and supervise them when directed to do so by the State Historian;
Join local historical committees, societies, schools and public libraries and help in their historical records projects;
Help to locate and preserve local historical records and sites;
Assist students and researchers in history research and answer historical questions from the general public;
Promote tourism through talks, slide shows, public relations on local history;
Submit an annual report to the county legislature.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of research techniques for historical matters; thorough knowledge of local history and local history reference resources; good knowledge of Schoharie County history; ability to read and write clearly and effectively; ability to give out instructions; ability to engage in public relations.

MINIMUM QUALIFICATIONS:

Either:

- (A) A Bachelor's degree in History or a closely related area; **OR**
- (B) An Associate's degree in History or a closely related field, and one (1) year of experience or it's part time/volunteer equivalent doing historical research, working on historical projects or serving on historical committees; **OR**
- (C) High school diploma and two (2) years of experience or it's part time/volunteer equivalent doing historical research, working on historical projects or serving on historical committees; **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

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Last Reviewed: 3/14/92
Last Updated: 03/14/02
Reviewed By: n/a
Last Reallocated: n/a